

**Advertisement for Recruitment
Notice No.2/22**

Online applications are invited from eligible candidates for Water Quality Laboratory infrastructure of Department of Water Supply and Sanitation for the following posts on purely contract basis initially for a period of one year (extendable upon the performance of the candidate & requirement of the Department) :

Sr. No.	Respective Circle Offices	Laboratory	Posts	
			Senior Chemist	Chemist
	Consolidated Pay per month/per post		56000/-	48000/-
1	S.E. WSS Circle, Amritsar	Regional Water Testing Lab, Amritsar	1	1
2	S.E. WSS Circle, Faridkot	Regional Water Testing Lab, Moga	1	1
3	S.E. WSS Circle, Hoshiarpur	Regional Water Testing Lab, Hoshiarpur	1	1
4	S.E. WSS Circle, Chandigarh	Regional Water Testing Lab, SAS Nagar	0	1
5	S.E. WSS Circle, Sangrur	Regional Water Testing Lab, Sangrur	1	0
		Total	4	4

Interested candidates will have to apply for each post separately wherein they can give order of preference of maximum two locations which can not be altered afterwards. The selected candidates will be given final posting on the basis of given preference and merit. A Screening Test for each post may be held for short listing 5 times the advertised posts. The shortlisted candidates will be required to appear in an interview at respective circle head quarters. These posts are non transferable except in rare cases due to administrative reasons.

The job profile, qualification, experience, other conditions and prescribed application form may be downloaded from the Department Website www.pbdwss.gov.in. w.e.f. 06.01.2022. Last date for filling up applications online https://dwss.punjab.gov.in/show_recruitment/ is 04.02.2022 upto 5.00 pm. Only online application submitted on department's website will be accepted. No hard copy or email shall be entertained in this respect.

Note: Date of screening test, any other information & any corrigendum(s) shall be published on above website only.

**Admn. Officer, O/o Head ,
Department of Water Supply & Sanitation, Punjab,
Water Works Complex, Phase 2 S.A.S.Nagar
Phone No. 0172-4330329, 4330352**

Terms of Reference
For Advertisement Notice No. 2/22
for the posts Sr. Chemist, Chemist

GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER SUPPLY AND SANITATION
PUBLIC APPOINTMENTS

Background:

Department of Water Supply & Sanitation has established Water Quality Monitoring Infrastructure at State & District level. To carry out & monitor the process of testing of water, posts of Senior Chemist, Chemist have been created in following Laboratories under the jurisdiction of respective Circle offices. Following posts are to be filled on Contract basis initially for one year, which is further extendable based upon the performance of selected candidates and requirement of Department:

Table-1

Sr. No.	Respective Circle Offices	Laboratory	Posts	
			Senior Chemist	Chemist
	Consolidated Pay per month/per post		56000/-	48000/-
1	S.E. WSS Circle, Amritsar	Regional Water Testing Lab, Amritsar	1	1
2	S.E. WSS Circle, Faridkot	Regional Water Testing Lab, Moga	1	1
3	S.E. WSS Circle, Hoshiarpur	Regional Water Testing Lab, Hoshiarpur	1	1
4	S.E. WSS Circle, Chandigarh	Regional Water Testing Lab, SAS Nagar	0	1
5	S.E. WSS Circle, Sangrur	Regional Water Testing Lab, Sangrur	1	0
	Total		4	4

Job Profile, Qualifications, Experience, Age & consolidated salary is as under:

1) Senior Chemist:

a) Job Profile/Role & Responsibilities

- i) Responsible for day to day operations of the Laboratory.
- ii) Assist EE(WQ) /Quality Manager/Chief Chemist in implementing and monitoring Quality Management System and also Reviewing Standard Operating Procedures (SOPs) for the various sections of Laboratory.
- iii) Review of user's request/ planning and execution of testing jobs and ensure timely completion of test jobs, besides assisting in finalizing the specifications of new equipments/instruments for laboratories.
- iv) Handling of water and waste water testing instrumentation in the laboratory.
- v) Ensure technical validity of laboratory's test data and calculations.
- vi) Calibration/verification of test and measuring as well as analytical equipment.
- vii) Maintenance of laboratory equipment.
- viii) Arranging trainings for the staff for their regular capacity building.
- ix) Maintain inventory of critical spares and consumables.
- x) Arrange installation and demonstration of operation of new equipment.
- xi) Interaction with external organizations including accreditation body and ensuring timely filing of applications for the renewal of recognition/ accreditation.
- xii) Interaction with customers and obtaining feedback about laboratory services.
- xiii) Ensure correctness of data uploaded on IMIS/MIS/LIMS as per targeted samples tested in labs.

- xiv) Supervision of the staff working in laboratories.
- xv) Provide guidance to the chemists and microbiologists working in labs.
- xvi) The analysis report submitted by Chemists will be further studied and compiled by Senior Chemist and one single analysis report will be issued.
- xvii) The senior Chemist will also allot sample to different chemists and will co-ordinate with sub units for bacteriological analysis for compilation of results.
- xviii) The Senior Chemist will also work out the total demand of reagents of the lab.
- xix) Senior Chemist will get all the equipments calibrated as per schedule provided by chemists for their labs.
- xx) Senior Chemist will also attend the meetings at the State Level.
- xxi) Visit the sub unit labs under his/her jurisdiction regularly.
- xxii) Analyze sanitary surveillance data after selective field checks
- xxiii) Report to Chief Chemist/ EE (WQ)/Quality Manager.
- xxiv) Any other duties assigned from time to time in the interest of proper water quality/waste water management in the State.

b) Qualification:

- i) Should possess Post-Graduation in Sciences with Chemistry/Environmental Sciences/Microbiology/Biotechnology/Biological Sciences/Bio Chemistry/ Pharmaceutical Sciences as specialization from a recognized University. Should have minimum 60% marks in the qualifying examination.
- ii) Minimum 80 Hour Computer Course from ISO Certified Institute or its equivalent at the time of appointment OR complete the 80 hour course within 3 months from the date of appointment of selected candidate.
- iii) Punjabi up to matriculation standard or its equivalent or should complete the course in Punjabi within 6 months from the date of appointment of selected candidate

c) Experience:

Minimum 8 Years experience in analytical Laboratory, out of which minimum 3 years experience should be in water/waste water quality analysis and monitoring in a Government Department or Public Sector undertaking or reputed private organization after completion of qualifying degree.

d) Age:

50 years or below

e) Salary:

56000/- per month

2) Chemist:

a) Job Profile/Role & Responsibilities

- i) Responsible for day to day operations of the Laboratory.
- ii) Render proper assistance to the concerned reporting officer (Senior Chemist/Chief Chemist/Quality Manager) for achieving the targets set for water quality testing.
- iii) Chemical analysis of samples.
- iv) Routine day to day operations of the respective laboratories.
- v) Ensuring Calibration/verification of instruments.
- vi) Ensure technical validity of laboratory's test data and calculations
- vii) Control and monitor the laboratory environment.
- viii) Assuring the quality of laboratory results.
- ix) Ensuring Proper house-keeping and general maintenance of laboratory and equipment.
- x) Perform intermediate checks of equipments.
- xi) Ensure correctness of data uploaded on IMIS/MIS/LIMS as per targeted samples tested in labs.

- xii) Planning & Execution of testing jobs & ensuring timely delivery of results.
- xiii) Reporting of deviations (if any) to Senior Chemist.
- xiv) Ensuring availability of resources by timely putting up the requirements for purchase of consumables/supplies. The requirement of reagents should be intimated at least two months prior to likely date of complete consumption of the reagents to Senior Chemist / Procurement Officials.
- xv) Implementation of proper sampling techniques i.e. collection, preservation, transportation and analysis of physio-chemical parameters.
- xvi) Maintain team spirit in lab personnel.
- xvii) Sub units should be properly monitored for testing and collection of samples.
- xviii) Reports to Senior Chemist.
- xix) Any other duties assigned from time to time in the interest of proper water quality in the State.

b) Qualification:

- i) Should possess Post-Graduation in Sciences with Chemistry/Environmental Sciences/Biotechnology/Bio Chemistry/ Pharmaceutical Sciences as specialization from a recognized University. Should have minimum 50% marks in the qualifying examination.
- ii) Minimum 80 Hour Computer Course from ISO Certified Institute or its equivalent at the time of appointment OR complete the 80 hour course within 3 months from the date of appointment of selected candidate.
- iii) Punjabi up to matriculation standard or its equivalent or should complete the course in Punjabi within 6 months from the date of appointment of selected candidate.

c) Experience:

- i) Minimum 5 Year experience in analytical Laboratory in a Government Department or Public Sector undertaking or reputed private organization after completion of qualifying degree.

d) Age:

37 years or below

e) Salary:

48000/- per month

General Conditions:

1. Candidates are required to give two preferences for posting location, which cannot be altered afterwards.
2. All posts are purely on contract basis for a period of one year & likely to be extended annually considering the performance of the candidate & requirement of the Department.
3. No other financial benefits will be given except consolidated salary. Besides, mobile allowance (as fixed by the Department) and TA & DA (as per Pb. Govt. rules) for performing tours as per requirement of Department shall be given.
4. Location of above posts are mentioned in table 1. These posts are non transferable except in rare cases due to administrative reasons.
5. Online applications as per prescribed format along with qualification, relevant experience certificates & one photograph should be uploaded on website via the following link https://dwss.punjab.gov.in/show_recruitment/ on or before last date i.e. 04.02.2022). Applications received after this date/time will not be considered. While uploading application form, prescribed format for resume as available along with detailed advertisement should be filled with utmost care and diligence. Also upload detailed CV along with other document (qualification/experience) in pdf format.
6. Incomplete applications or applications submitted on any other format or means other than the prescribed format are liable to be rejected.
7. Eligible/shortlisted candidates may be called for the written examination/ screening test. List of the eligible candidates for written examination/screening test /interview will be uploaded on website only. Candidates are advised to check website regularly for information.
8. All correspondence regarding the recruitment with shortlisted candidates, addendum/ corrigendum shall be done through department's website portal only.
9. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post (post qualification experience).
10. Applicants are free to attach additional qualification/experience, if any beyond the requisite qualification/Experience.
11. If at any time or during scrutiny of the Application Form/documents submitted by the candidate or otherwise, if any document, statement or any other information submitted by the candidate is found to be false or incorrect as per the selection/eligibility criteria, the Department reserves the right to cancel the selection of the candidate.
12. No TA/DA will be given for attending the screening test/interview.
13. Selection process:
 - a) Department will scrutinize all the applications received within prescribed schedule and shortlist the eligible candidates.
 - b) Based on the marks scored in the written/screening test (if conducted), Department will shortlist maximum five times the advertised posts for interview at circle office level, where shortlisted candidates will be required to appear for interview.
 - c) Final selection will be made based on the merit & final posting will be given to the selected candidates based on his/her preference given in the application form.

Administrative Officer
O/o Head ,
Department of Water Supply & Sanitation
Water Works Complex, Phase-2, S.A.S.Nagar
SAS Nagar (Punjab)
Website: www.pbdwss.gov.in
0172-4330229, 4330352

**Application Form for the post of
Senior Chemist/Chemist**

Photo

Post applied for:		
Preference for posting location :	1 st	
	2 nd	
Name of the applicant:		
Father's Name:		
Date of Birth (attach proof):		
Gender:		
Address (attach proof):		

EDUCATIONAL QUALIFICATIONS:-(starting from highest to lowest up to Matriculation certificates to be attached):

Sr. No.	Qualification	Name of Institute/ University Board	Regular (Y/N)	Year of Passing	%age
1					
2					
3					
4					

EXPERIENCE IN YEARS:-

Total Experience (<i>in years</i>)	
Relevant Experience (in years) as required in TOR hosted on department website	

TOTAL EXPERIENCE DETAILS(Certificates highlighting relevant experience be attached):-

Sr. No.	Name of Organization	Designation of Post Held	Experience		Brief nature of duties (Role)
			From	To	
1					
2					
3					
4					

It is certified that the above furnished information is true and correct to the best of my knowledge. If found false at any stage during or after evaluation, my application/candidature will be cancelled.

Date:

Signature of the Candidate

Place:

Mobile No:

Email Id:

Upload this filled performa alongwith CV, Qualification, Experience and other documents: